

ENGLEFIELD CE (AIDED) PRIMARY SCHOOL  
The Street, Englefield, Reading, Berkshire RG7 5ER  
Tel: 0118 930 2337  
Email: [office@englefield.w-berks.sch.uk](mailto:office@englefield.w-berks.sch.uk)  
Website: [www.englefieldprimary.co.uk](http://www.englefieldprimary.co.uk)



NOR: 111

## **CLERK TO GOVERNORS REQUIRED**

**Approx. 120 hours per academic year**

**Grade E SCP 7 -12 (£11.59 - £12.69 per hour)**

**To start as soon as possible**

Englefield is a popular, happy and successful small village school in a beautiful rural location. We are looking for a Clerk to Governors to join our small admin team. Your role will be to provide a range of administrative support to our governing body, to include preparing agendas, attending meetings, taking accurate minutes and distributing paperwork and other information. Our ideal candidate would be a methodical yet flexible individual with good organisational skills. You would need to be able to work under your own initiative as well as working as part of a team. This is a key role in our school and requires a confidential approach. Our meetings take place at various times of day but we are happy to work with you to find mutually convenient times.

Our application pack is available to download from our website,  
[www.englefieldprimary.co.uk](http://www.englefieldprimary.co.uk)  
or by contacting the school – 01189302337  
[office@englefield.w-berks.sch.uk](mailto:office@englefield.w-berks.sch.uk).

**Closing date: None specified**

**Interview date: TBA on receipt of application**

*We are committed to safeguarding and promoting the welfare of our children. Successful applicants will be required to undertake an enhanced DBS check.*